

Assistant Director for Policy Coordination
Assistant Director for Special Operations
Assistant Director for Operations
Acting Director of Communications
Acting Chief, TRD
Acting Chief, OAD

SUBJECT : Submission of Requirements

REFERENCE : Assistant Deputy Director for Administration's Memorandum dated 28 July 1951, Subject, "Procurement Planning".

1. Confirming discussions held in my office with representatives of your staff on 31 August, the following is set forth:

a. It has been determined that the original deadline of 1 September for submission to the Department of the Army is still firm.

b. It is requested that your requirements for FY-52 reflect the basis upon which your budget was developed for that period. In the case of FY-53, requirements should be based on your budget estimate. The submission is to cover the remaining three quarters of FY-52 and four quarters of FY-53 by quarters of delivery. As indicated in the Assistant Deputy Director for Administration's letter, these requirements are to reflect total requirements irrespective of sources and will be the responsibility of the Procurement and Planning Staff of the Procurement Office to correlate these submissions, breaking them down into Procurement sources. As was discussed, the submission of these requirements at this time is necessary not only for planning purposes of the Defense establishment, but also for the determination of controlled material allocation.

c. It is desired, where possible, that you indicate in a suitable manner, by item, whether it is in connection with an approved project or for planning purposes. This was in specific request of the Department of the Army in order that wherever possible and required, immediate procurement could be instituted.

2. In order to meet the submission date to the Department of Defense, it will be necessary that the Procurement Office receive all requirements no later than 24 August, in order that total dollar value and control material quantities may be developed. During the preparation interval, the Procurement Office will be glad to assist in any way that may be required.

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